

027

N534X

Newark, N.J. -- Free public library.  
Miscellaneous material.



4X

02  
7534X

# The Free Public Library of the City of Newark, New Jersey

## Preliminary Report of the Board of Trustees for 1915

January 1, 1916.

To the Honorable the Common Council of the City of Newark, New Jersey  
Gentlemen:

Your library now has 226,897 books, 49,000 pictures mounted for lending, 440,000 pictures not mounted but classified, 1,379 large pictures for use in class rooms and 1,400 prints or engravings mounted and labeled for exhibition or for the student.

New books were bought in 1915 to the number of 23,218. Of these 3,849 were novels old and new; 8,784 were for young people, and many of these were new copies of the old books which the children had shown they liked to read and careful study had seemed to prove are good for them. Of books new to the library, not novels, and not all new to the world of books, 6,582 were bought.

Newarkers borrowed last year for home use 1,194,817 volumes, 6 per cent more than in 1914, 80,770 small pictures, 2,252 large ones and 3,500 poems.

In the Vertical File, the most useful tool the library now has, are about 57,000 items arranged in dictionary form, including clippings from newspapers, articles from magazines, pamphlets, etc., nearly all relating to current affairs. This collection keeps the library up to date quite completely.

The Treasurer's report gives details of expenditures. The payroll now includes 42 members of the staff, 47 messengers or pages, 13 janitors and elevator attendants and an engineer's staff of five. The total payroll is about 53 per cent. of the total income, which is the percentage used for this purpose in most large American libraries.

The main library is open about 4,000 hours per year, nearly a thousand of these being after 6 p. m. Most of the staff work two or three evenings a week. The cost of service is large in all public institutions which are open every day until 9 p. m. The city hall is open for business about 2,200 hours per year; public schools about 1,000; business offices about 2,500; stores about 3,000; and factories less than 2,500. Good service cannot be secured for 4,000 hours in all departments of an institution as efficient as we believe Newark's library to be, without the payment of such salaries as will secure good and willing workers.

It is our pleasure to report that the library seems to have gained a very wide reputation for the efficiency of its service, the excellence of its equipment and the fitness to its purpose of its building.

Mr. T. Sano was sent to this country from Japan last summer to gather suggestions for the betterment of his own library at Yamaguchi and other

libraries in his province. He visited Newark's library as one of those known to him, before he left home, as best worth seeing. In a letter just received he sends his special thanks for what he here gained.

Among the many who have visited Newark's library in the past year to learn of its peculiar features we name these, merely to indicate how widely and favorably it has become known: James H. Collins, Special writer, Saturday Evening Post; Lewis A. Armistead, Librarian, Boston Elevated Railway Library; William Elliot Griffis, author and lecturer, Ithaca, N. Y.; George French, editor and counsellor in publishing and advertising, Glen Ridge, N. J.; Wallace E. Nye, Mayor of Minneapolis; Llewellyn E. Pratt of the Associated Advertising Clubs of the World, New York City; C. Chester Lane, of the Harvard University Press, Cambridge, Mass.; Dr. James P. Haney, art director, Department of Education, New York City; Miss E. D. Robinson, special writer for the New York Evening Sun; E. G. Routzahn, associate director of the Department of Surveys and Exhibits, Russell Sage Foundation, New York City.

The librarian will present an extended report of the work of 1915 in the annual volume of the reports of all departments of the city government. We send you this brief report now, that you may, thus early in the year, be informed as to the activities in the past twelve months of the institution in our charge.

Respectfully submitted,

The Board of Trustees

Hon. Thomas L. Raymond, Mayor  
of Newark, *Ex-Officio*.

Addison B. Poland, Superintendent  
of Public Schools, *Ex-Officio*.

Richard C. Jenkinson.

James E. Howell.

Edward T. Ward.

J. Henry Bacheller.

Forrest F. Dryden.

---

#### Officers of the Board

President of the Board.....	Hon. Thomas L. Raymond, Mayor
Vice President of the Board.....	Richard C. Jenkinson
Treasurer of the Board .....	Edward T. Ward
Secretary of the Board .....	John Cotton Dana

---

#### Standing Committees:

Finance .....	Messrs. Jenkinson, Howell, Bacheller
Book.....	Messrs. Howell, Jenkinson, Poland
Library.....	Messrs. Ward, Poland, Dryden
Branches.....	Messrs. Dryden, Poland, Howell
Assistants.....	Messrs. Ward, Poland, Bacheller
Art and Science Collections .....	Messrs. Bacheller, Howell Jenkinson

---

Librarian, John Cotton Dana



# STATISTICAL TABLES

## BOOKS LENT, ARRANGED BY AGENCIES

	1911	1912	1913	1914	1915
Main Library, adult.....	288,533	287,999	286,863	299,650	350,561
Main Library, children.....	64,002	58,681	56,178	60,137	87,156
School					
Libraries.....	143,797	107,880	107,844	71,796	76,350
Branch 1.....	95,715	106,366	100,004	78,823	86,058
Branch 2.....	12,901	11,999	12,150	19,749	23,347
Branch 3.....	75,617	84,265	109,236	118,849	123,157
Branch 4.....	126,782	142,593	143,569	170,651	168,488
Branch 5.....	54,215	54,642	55,588	68,393	72,945
Branch 6.....	72,122	79,050	78,645	104,184	117,142
Branch 7.....	.....	.....	.....	1,437	26,277
Branch 8.....	.....	.....	.....	.....	14,863
Barringer High.....	13,279	12,341	11,637	11,327	9,068
Deposit Stations.....	72,427	90,766	95,631	84,365	.....
Post Office.....	1,277	1,114	1,062	199	.....
Firemen's Libraries.....	7,200	7,200	7,200	6,350	.....
Police Libraries.....	2,400	2,400	2,400	1,650	.....
Periodicals.....	14,764	17,722	21,243	16,113	20,327
Factory					
Libraries.....	2,534	2,748	3,161	2,182	.....
City Home.....	1,373	1,319	1,164	1,095	.....
House of Detention.....	2,466	1,522	2,070	2,010	.....
Y. W. C. A.....	745	1,138	1,138	83	.....
Other Traveling Libraries.....	2,155	1,309	1,615	3,186	.....
Summer School Branches.....	.....	.....	.....	.....	17,976
Sta. V. & N.....	.....	.....	.....	.....	1,102
	1,054,304	1,073,054	1,098,398	1,122,229	1,194,817

## BOOKS LENT, 1915, AT MAIN LIBRARY, BY CLASSES

	Adult	Children	Total	Per Cent
General Works.....	1,684	1,240	2,924	0.6
Philosophy.....	7,630	133	7,763	1.7
Religion.....	4,037	1,193	5,230	1.1
Sociology.....	15,301	15,231	30,532	6.7
Philology.....	3,913	3,451	7,364	1.6
Natural Science.....	11,991	2,446	14,437	3.2
Useful Arts.....	21,519	1,662	23,181	5.1
Fine Arts.....	16,891	3,356	20,247	4.4
Literature.....	22,841	3,579	26,420	5.8
History.....	7,336	4,912	12,248	2.7
Travel and Description.....	5,464	2,544	8,008	1.7
Biography.....	5,992	2,605	8,597	1.9
Fiction.....	201,490	44,804	246,294	53.8
Duplicate Collection.....	24,472	.....	24,472	5.3
Periodicals.....	20,327	.....	20,327	4.4
	370,888	87,156	458,044	100.0

## BOOKS LENT, 1889-1915

The circulation for the past twenty-six years is as follows:

1889-90.....	330,810	1903.....	428,564
1890-91.....	306,066	1904.....	465,674
1891-92.....	272,347	1905.....	511,294
1892-93.....	268,320	1906.....	552,615
1893-94.....	321,533	1907.....	629,891
1894-95.....	332,078	1908.....	851,009
1895-96.....	337,738	1909.....	852,785
1897.....	364,728	1910.....	929,665
1898.....	357,504	1911.....	1,054,304
1899.....	346,985	1912.....	1,073,054
1900.....	331,526	1913.....	1,098,398
1901.....	314,874	1914.....	1,122,229
1902.....	357,266	1915.....	1,194,817
			15,006,074

## 1915, ACCESSIONS

Number of volumes in the library as last reported.....	215,321
Increase by purchase.....	21,160
Increase by gift.....	667
Increase by binding pamphlets.....	896
Increase by binding periodicals.....	495
Number of missing volumes restored since last report.....	106
Number of volumes received since last report.....	23,324
Number of volumes missing or withdrawn since last report.....	11,748
Total number of volumes in Library.....	226,897

## 1915, ACCESSIONS, BY CLASSES

General Works.....	270
Philosophy.....	98
Religion.....	117
Sociology.....	705
Philology.....	85
Natural Science.....	236
Useful Arts.....	619
Fine Arts.....	541
Literature.....	709
History.....	223
Travel and Description.....	271
Biography.....	129
Fiction.....	546
Duplicates.....	18,669
Total.....	23,218

## 1915, MISCELLANEOUS STATISTICS

	Adult Dept.	Children's Room
Average daily use (home) main library only.....	1,120	286
Largest daily use (main library only).....	3,546	706
Smallest daily use (main library only).....	685	78
Volumes lost and paid for.....	309	267
Volumes worn out and withdrawn.....	5,199	5,951
Number of reserve postals issued.....	2,422	98
Registration Department—		
Volumes collected by messenger.....	524	192
Names registered during the year.....	13,992	8,102
Total live registration.....	40,970	21,035
Contagious diseases reported by Board of Health.....	5,142	
Cards withheld on this account.....	127	
Bindery Department—		
Books bound.....		18,974
Cost of binding.....		\$8,364.93
Cost per volume.....		.44
Books repaired.....		68,389
Art Department—		
Books lent.....		5,937
Pictures lent.....		80,770
Lithographs lent.....		2,252
Meetings in building.....		117
Attendance at meetings.....		2,012
Museum attendance.....		82,667

## The Library Finances

### REPORT OF EDWARD T. WARD, TREASURER, FOR THE YEAR 1915

Jan. 1	To balance as per audited report for year 1914.....	\$10.61
23	To neostyle sold, City Plan Commission.....	\$10.00
Feb. 5	To refund salary, Board of Education, substitute.....	9.00
11	To refund salary, Board of Education, substitute.....	23.55
	To refund salary, Board of Education, substitute.....	80.00
Mar. 24	To cartage, Municipal Exhibition, City Plan.....	7.00
April 13	To payment Liability Insurance.....	20.00
June 9	To station expenses, L. Bamberger.....	9.00
14	To school deliveries, Board of Education.....	86.48
Aug. 19	To station expenses, L. Bamberger.....	9.00
20	To services, Medical Library Association.....	10.38
24	To lost books, City Home Trustees.....	16.83
Sept. 25	To lost books, Y.M.C.A.....	10.34
Oct. 1	To lost books, House of Detention.....	16.74
11	To refund salary, Board of Education, substitute.....	18.48
25	To lost books, Y.W.C.A.....	16.00
Nov. 3	To refund salary, Boycott.....	4.72
8	To refund salary, Board of Education, substitute.....	46.20
8	To physical book, Cleveland Museum.....	40.00
15	To sale of books, etc., Barringer High School.....	4,000.00
15	To school deliveries, Board of Education.....	211.78

Dec. 2	To refund salary, Heller.....	\$ 7.84	
7	To refund salary, Board of Education, substitute.....	13.86	
7	To expenses Poster Exhibit, Committee of One Hundred.....	299.35	
16	To interest, Young bequest.....	30.60	
21	To return premium, Barringer High School.....	6.00	
21	To return premium, Floater Policy.....	7.50	
31	To city appropriation, 1915, less amount deducted for interest and sinking fund charges on account Library Building Bonds.....	124,775.60	
	To interest on deposits.....	167.89	
	To Newark Museum Ass'n: For services.....	\$4,933.69	
	For telephone, heat etc.....	1,198.39	6,132.08
	To The Newarker: Subscriptions, etc....	412.55	
	Museum.....	18.25	430.80
	To fines, duplicate collection, etc. for the year.....	12,043.87	148,560.89

\$148,571.50

Fines, etc., noted above were received by months, as follows:

December, 1914.....	\$1,114.46
January, 1915.....	1,117.40
February, 1915.....	953.18
March, 1915.....	1,126.61
April, 1915.....	1,097.68
May, 1915.....	1,017.88
June, 1915.....	1,027.25
July, 1915.....	870.58
August, 1915.....	787.38
September, 1915.....	798.65
October, 1915.....	1,019.80
November, 1915.....	1,113.00

\$12,043.87

Fines, etc. by classes and sources were as follows:

Fines	
Main Library.....	\$ 3,832.45
Branch 1.....	646.47
Branch 2.....	85.34
Branch 3.....	507.43
Branch 4.....	390.12
Branch 5.....	179.93
Branch 6.....	421.22
Branch 7.....	37.70
Schools.....	59.31

\$6,159.97

Duplicate Collection

Main Library.....	1,547.54
Branch 1.....	1,303.67
Branch 2.....	32.32
Branch 3.....	929.83
Branch 4.....	117.96
Branch 5.....	133.21
Branch 6.....	707.74
Branch 7.....	4.52
Schools.....	21.47

\$4,798.26

Non-resident and temporary borrowers.....	\$192.41
New cards.....	.70
Reserves.....	48.17
Lost books.....	355.69
Damaged books.....	241.04
Telephone commissions.....	37.59
Lantern use.....	8.00
100 novel lists.....	2.00
1,000 novel lists.....	32.20
Art and printing lists.....	.15
Y. P. D. lists.....	5.35
Reading for Pleasure and Profit.....	2.30
Paper stock, etc.....	89.88
Miscellaneous.....	70.16

\$1,085.64

By expenditures upon vouchers audited by the proper committees and ordered paid by the Board of Trustees upon the following accounts:

Books.....	\$25,320.15
Art books, pictures, etc.....	791.90
Binding.....	8,364.93
Periodicals.....	2,261.62
Periodicals, branches.....	964.70
Postage, general.....	634.80
Postage, branches.....	206.00
Postage, lending departments.....	280.00
Catalog Dept. incidentals.....	206.86

Trolley fares.....	\$ 278.10
Temporary resident refunds.....	92.25
Express, cartage, etc.....	703.22
Telephone rental.....	434.63
Janitor's supplies.....	685.37
Cleaning windows.....	300.00
Water and ice.....	371.21
Building repairs and alterations.....	1,065.95
Furniture equipment and repairs.....	2,535.77
Insurance, fire, accident, etc.,.....	1,054.11
Coal.....	5,396.76
Water, boiler.....	162.26
Oil, waste, etc.....	220.10
Lamps.....	359.55
Carting cinders.....	156.50
Engineer's sundries.....	86.75
Repairs, boilers, etc.....	78.90
Repairs, elevators, etc.....	23.98
Gas.....	271.88
Printing.....	441.50
Printing lists and reports.....	189.00
Newarker.....	1,423.40
Stationery.....	1,490.44
Exhibitions.....	83.02
Lantern operating.....	3.00
Incidentals from petty cash.....	597.91
Miscellaneous.....	1,316.82
Dues and memberships.....	137.25

\$58,990.59

Branch deliveries.....	\$293.23
Branch 1, rent.....	\$3,700.00
light, etc.....	286.60
incidentals.....	245.53
	4,232.13
Branch 2, incidentals.....	17.58
Branch 3, rent.....	1,200.00
light, etc.....	441.53
incidentals.....	56.23
	1,697.76
Branch 4, rent.....	1,380.00
light, etc.....	315.81
incidentals.....	298.89
	1,994.70
Branch 5, rent.....	960.00
light, etc.....	358.96
incidentals.....	148.91
	1,467.87
Branch 6, rent.....	1,200.00
light, etc.....	129.25
incidentals.....	104.31
	1,433.56
Branch 7, incidentals.....	40.64
Barringer High, incidentals.....	44.10

\$11,221.57

Salaries—	
Librarian's office.....	\$8,861.22
Asst. Librarian's office.....	3,999.92
General office.....	3,354.11
Catalog dept.....	3,132.42
Technical dept.....	4,541.70
Lending and reference.....	8,534.39
Fiction dept.....	2,503.39
Registration dept.....	2,462.96
Art dept.....	2,807.60
Art dept. Museum.....	4,856.26
Children's dept.....	1,321.59
Exhibitions.....	66.15
School dept.....	2,627.11
Repair dept.....	2,082.11
Telephones.....	764.72
Sundays and holidays.....	373.62

\$52,289.27

Branches.....	1,860.39
Branch 1.....	2,936.76
Branch 2.....	326.60
Branch 3.....	1,443.57
Branch 4.....	3,679.13
Branch 5.....	1,010.00
Branch 6.....	1,354.43
Branch 7.....	385.00

\$12,995.88

Janitors.....	7,363.31
Engineers.....	5,017.08
Elevators.....	689.43

78,354.97

Balance, December 31..... 148,567.13

4.37

148,571.50

YOUNG BEQUEST

Jan. 1	To amount on deposit Howard Savings Institution.....	\$510.00
June 1	To interest.....	10.20
Dec. 1	To interest.....	10.40
		530.60
Dec. 16	By interest drawn and deposited in regular account.....	30.60
		500.00
Balance on deposit, Dec. 31.....		\$500.00

Gaylord Bros.  
Makers <sup>R</sup>  
Syracuse, N. Y.  
PAT. JAN. 21, 1908





027  
N534X

PLANS  
OF THE  
FREE PUBLIC LIBRARY  
NEWARK, N. J.

ZP83L  
N57

~~LIBRARY SCIENCE LIBRARY~~

RANKIN & KELLOGG, Architects

# FREE PUBLIC LIBRARY

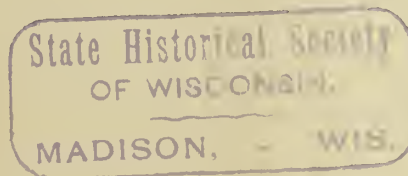
NEWARK, N. J.

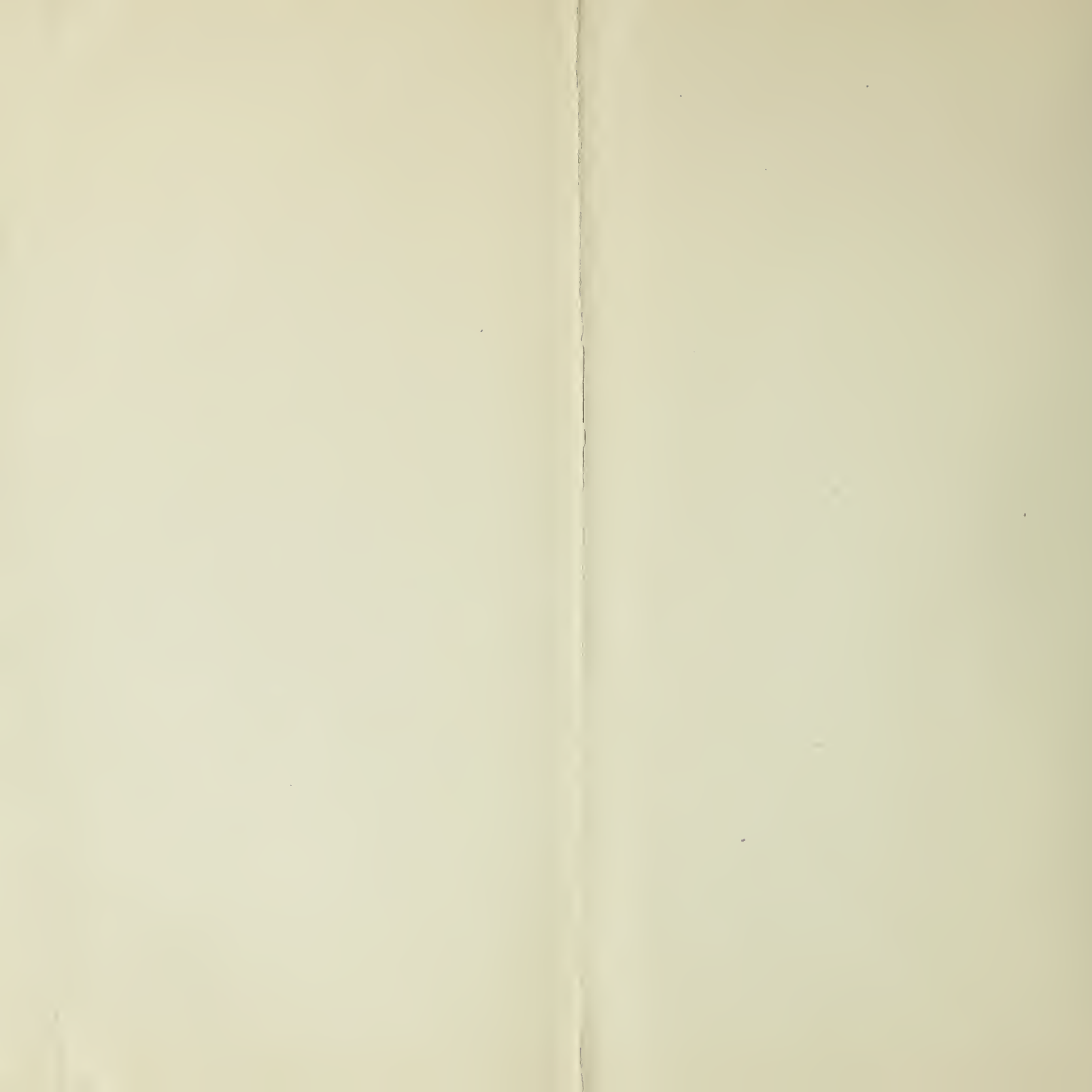
FRONT ELEVATION AND FLOOR PLANS

OF THE

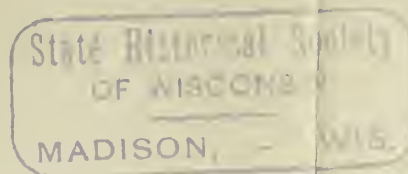
NEW LIBRARY BUILDING

DECEMBER, 1897









## BOARD OF TRUSTEES

---

HON. JAMES M. SEYMOUR, Mayor of Newark, *Ex-Officio*

CHARLES B. GILBERT, Superintendent of Public Schools, *Ex-Officio*

WILLIAM JOHNSON

RICHARD C. JENKINSON

JAMES E. HOWELL

EDWARD H. DURYEE

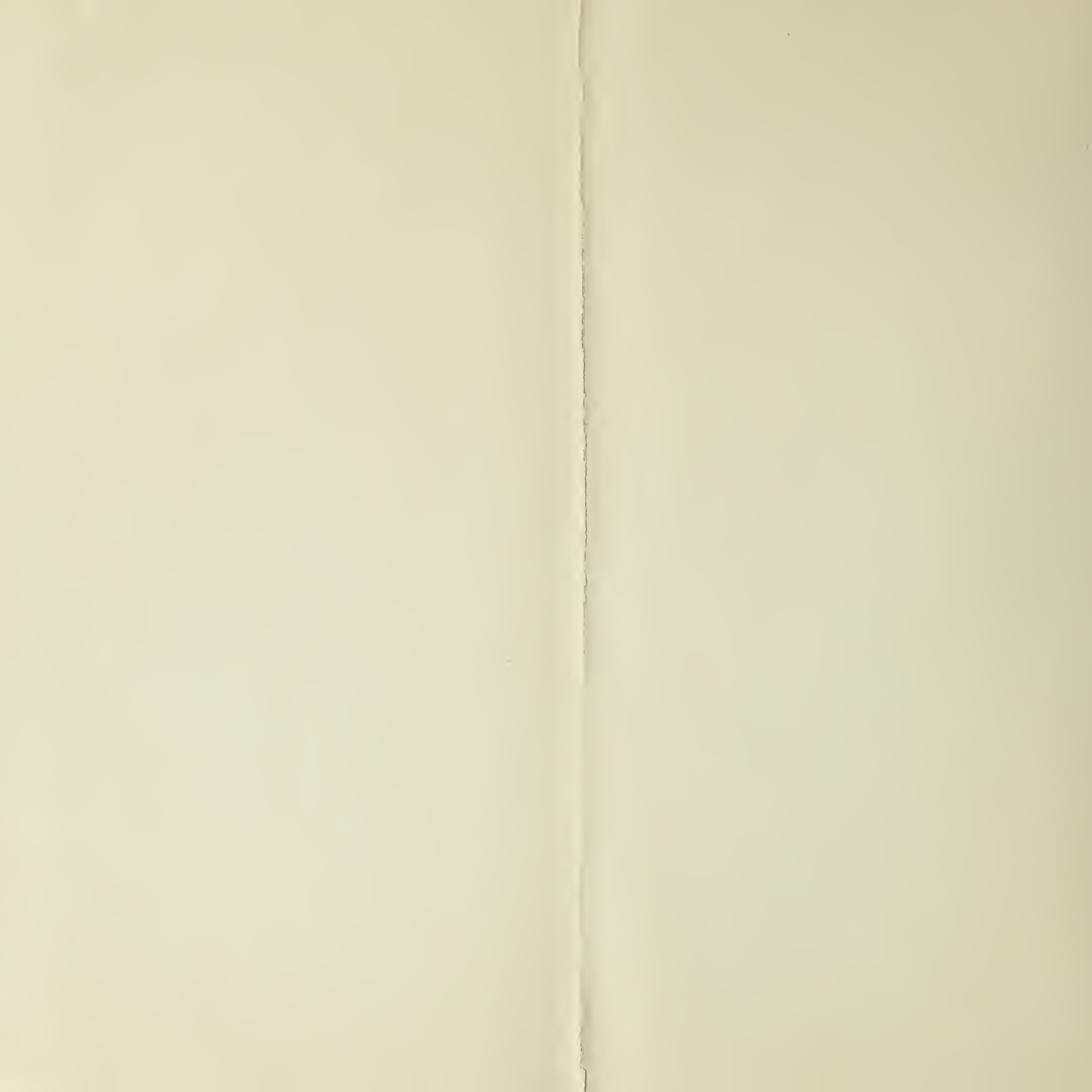
JAMES TAAFFE

## OFFICERS

*President*, HON. JAMES M. SEYMOUR

*Treasurer*, EDWARD H. DURYEE

*Secretary*, FRANK P. HILL, Librarian



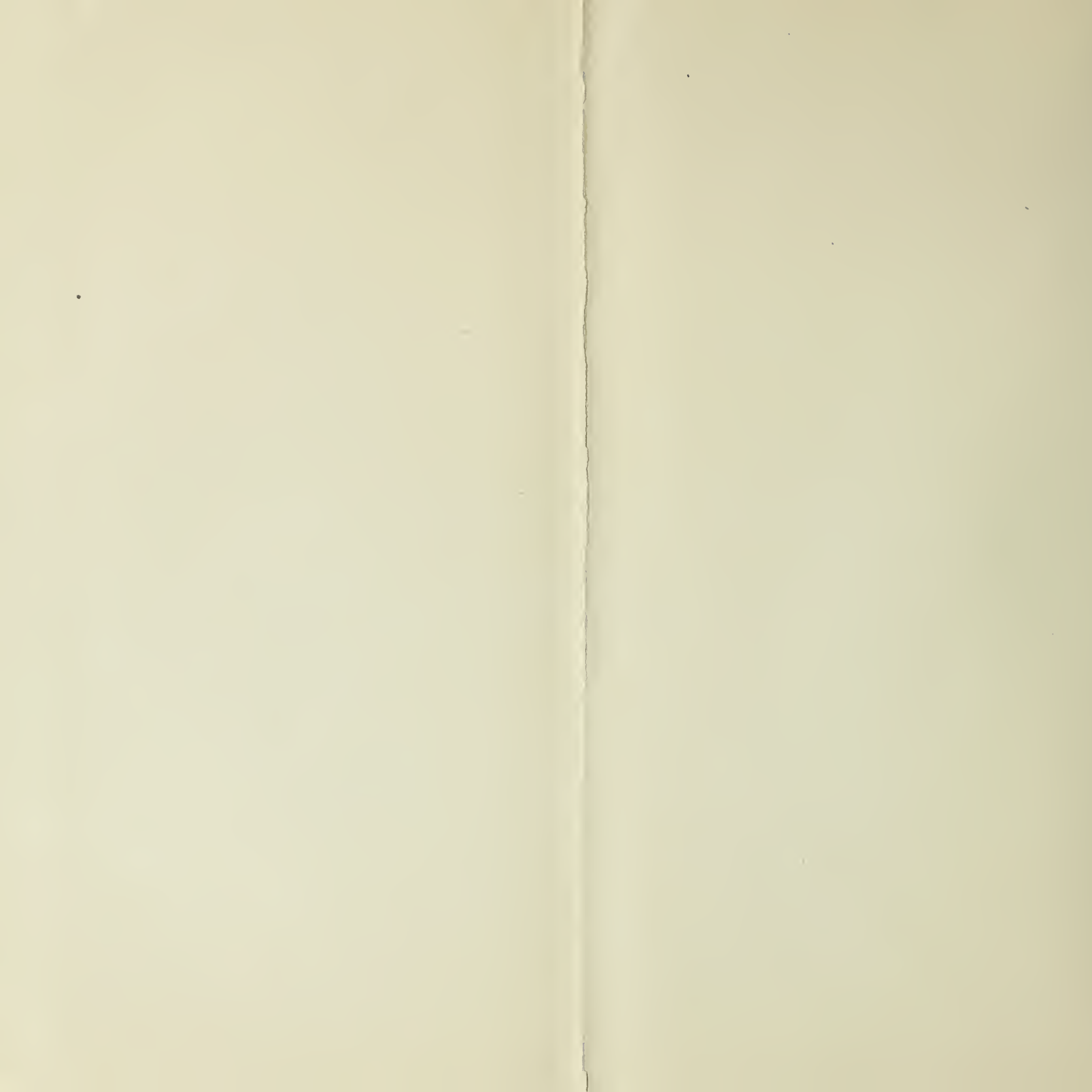
THE following information concerning the plans of the Free Public Library, of Newark, New Jersey, is not intended to be full or complete, but is given with the idea of affording some facts, such as size and location of rooms, etc., to librarians and others interested in library architecture.

The exterior is of the Italian Renaissance style. The reading room, which is the principal feature of the building, is strongly marked on the exterior by the series of nine arched windows on the façade.

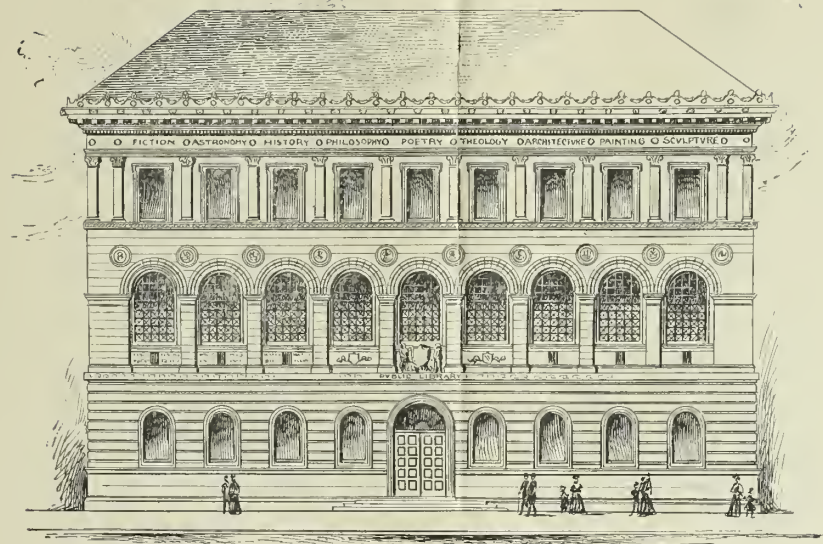
The Washington street façade and returns on north and south sides will have a light colored granite base, up to the sills of the basement windows. Above this, Indiana limestone or other selected light stone will be used. The exterior walls of sides and rear will be faced with light buff bricks.

The finish of the interior will be, for the most part, necessarily simple, owing to the limited amount of money to be expended, all elaboration being concentrated in those portions of the building where effect is mostly to be desired, particularly in the Public Hall and Main Reading Room. The treatment proposed for the Public Hall consists of a fine light colored stone for the piers and arches of the ground floor, the grand staircase, columns, balustrades, arches, cornices, etc., above being of light colored marble. All of the intervening wall spaces to be of plaster, tinted in selected colors.

The new library, in some ways, will be a departure from the conventional styles and methods of library construction, provision having been made for free access to books in the Fiction, Biography and Reference Department; and entrance from administration to stack building so arranged as to allow free access to the stack.



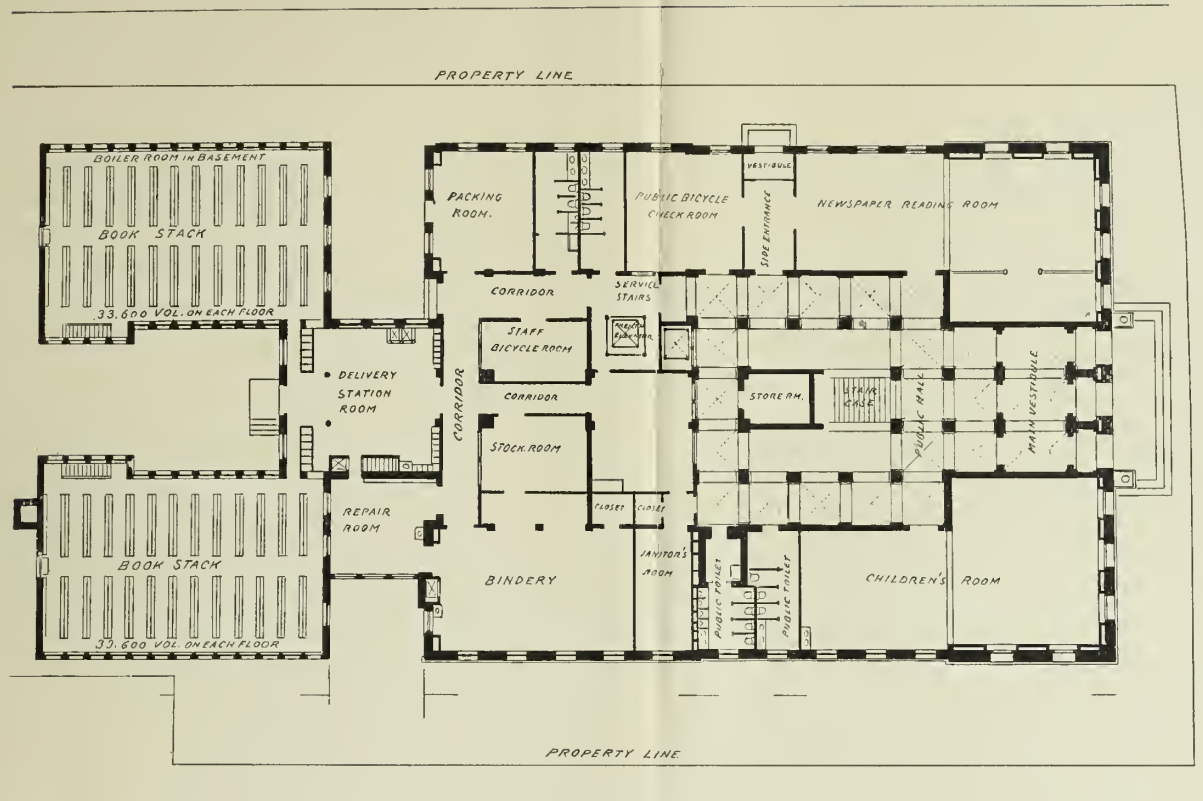




FRONT ELEVATION

Administration Building, 102' 0" x 138' 0"  
Stack Building, 37' 0" x 59' 0"





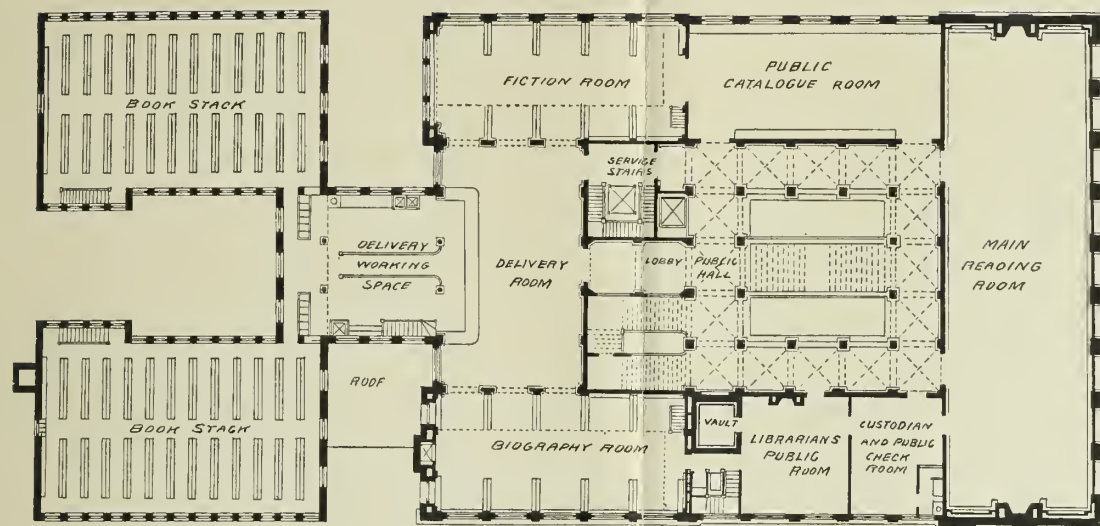
PLAN OF GROUND FLOOR

DIMENSIONS OF ROOMS

- Children's Room, 29' 0" x 32' 0" and 23' 0" x 30' 0"
- Newspaper Reading Room, 29' 0" x 32' 0" and 23' 0" x 30' 0"
- Janitor's Room, 11' 0" x 24' 0"
- Bindery, 24' 0" x 38' 0"
- Stock Room, 14' 6" x 21' 0"
- Repair Room, 19' 0" x 20' 0"
- Delivery Station Room, 28' 0" x 30' 0"
- Packing Room, 20' 0" x 24' 0"
- Staff Bicycle Room, 12' 0" x 21' 0"
- Public Bicycle Room, 23' 0" x 24' 0"





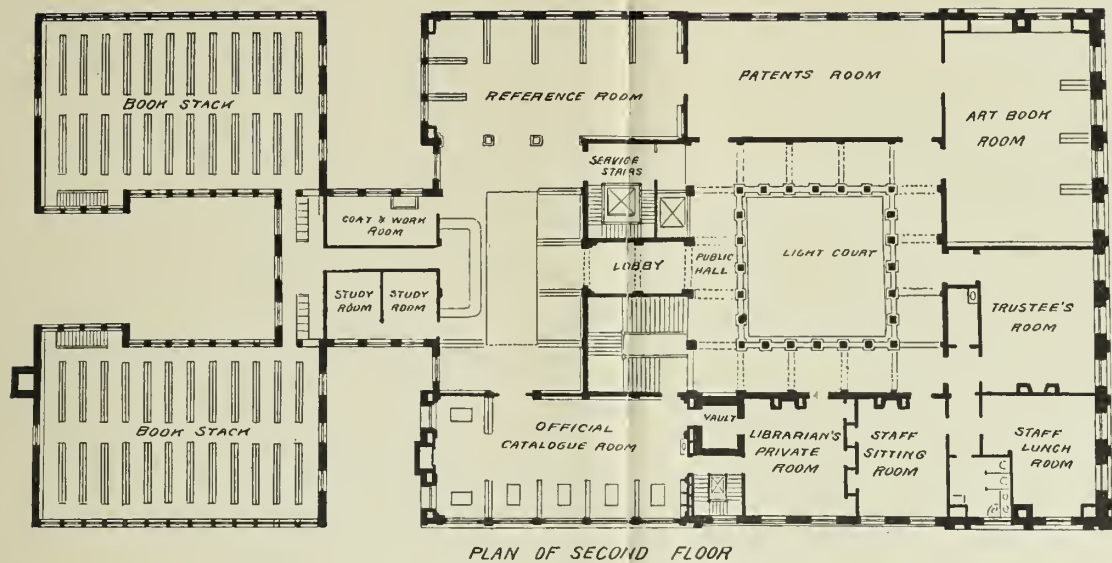


PLAN OF MAIN FLOOR

DIMENSIONS OF ROOMS

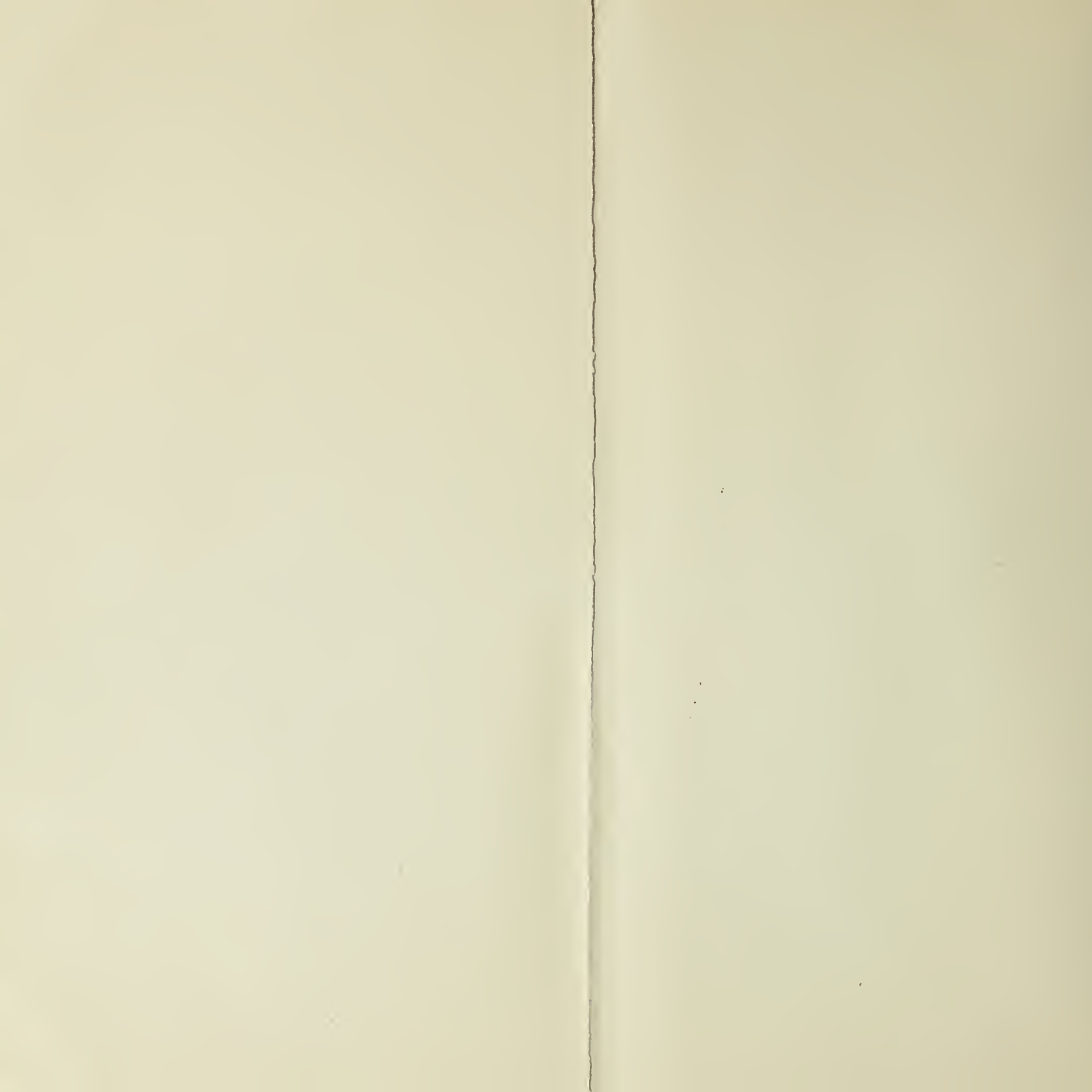
- Main Reading Room, 29' 0" x 95' 0"
- Public Check Room, 18' 0" x 23' 0"
- Librarian's Public Room, 21' 0" x 23' 0"
- Public Catalogue Room, 23' 0" x 51' 0"
- Delivery Room, 28' 6" x 48' 0"
- Biography Room, 24' 0" x 51' 0"
- Fiction Room, 24' 0" x 51' 0"
- Delivery Working Space, 28' 0" x 36' 0"



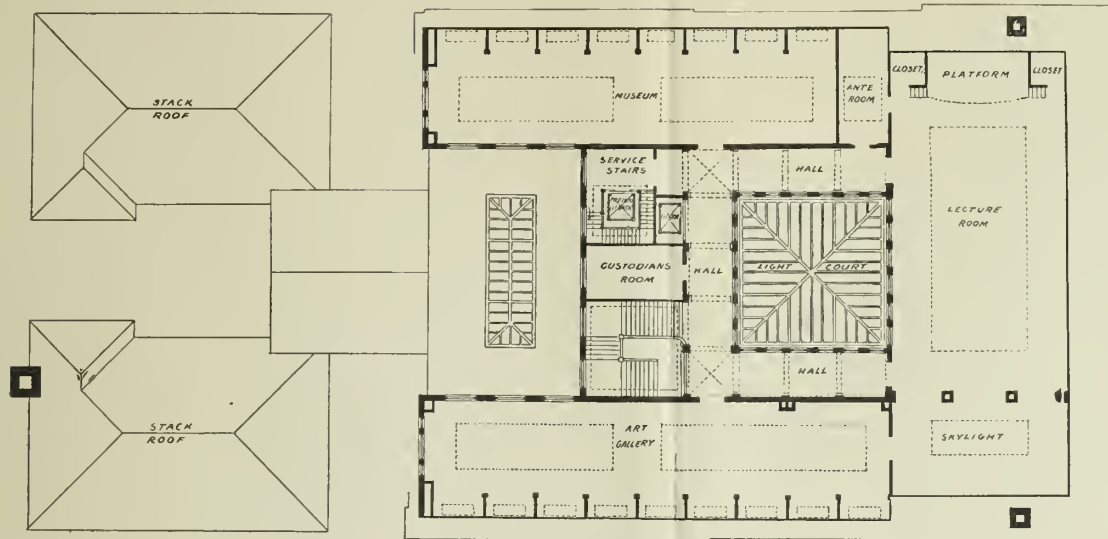


#### DIMENSIONS OF ROOMS

- Reference Room, 24' 0" x 56' 0" and 28' 6" x 50' 0"
- Patents Room, 23' 0" x 51' 0"
- Art Book Room, 29' 0" x 42' 0"
- Trustees' Room, 22' 0" x 28' 0"
- Staff Lunch Room, 16' 6" x 23' 6"
- Staff Sitting Room, 17' 6" x 23' 0"
- Librarian's Private Room, 20' 0" x 23' 0"
- Official Catalogue Room, 24' 0" x 56' 0"
- Study Rooms, 11' 0" x 13' 0"
- Work Room, 9' 6" x 22' 0"



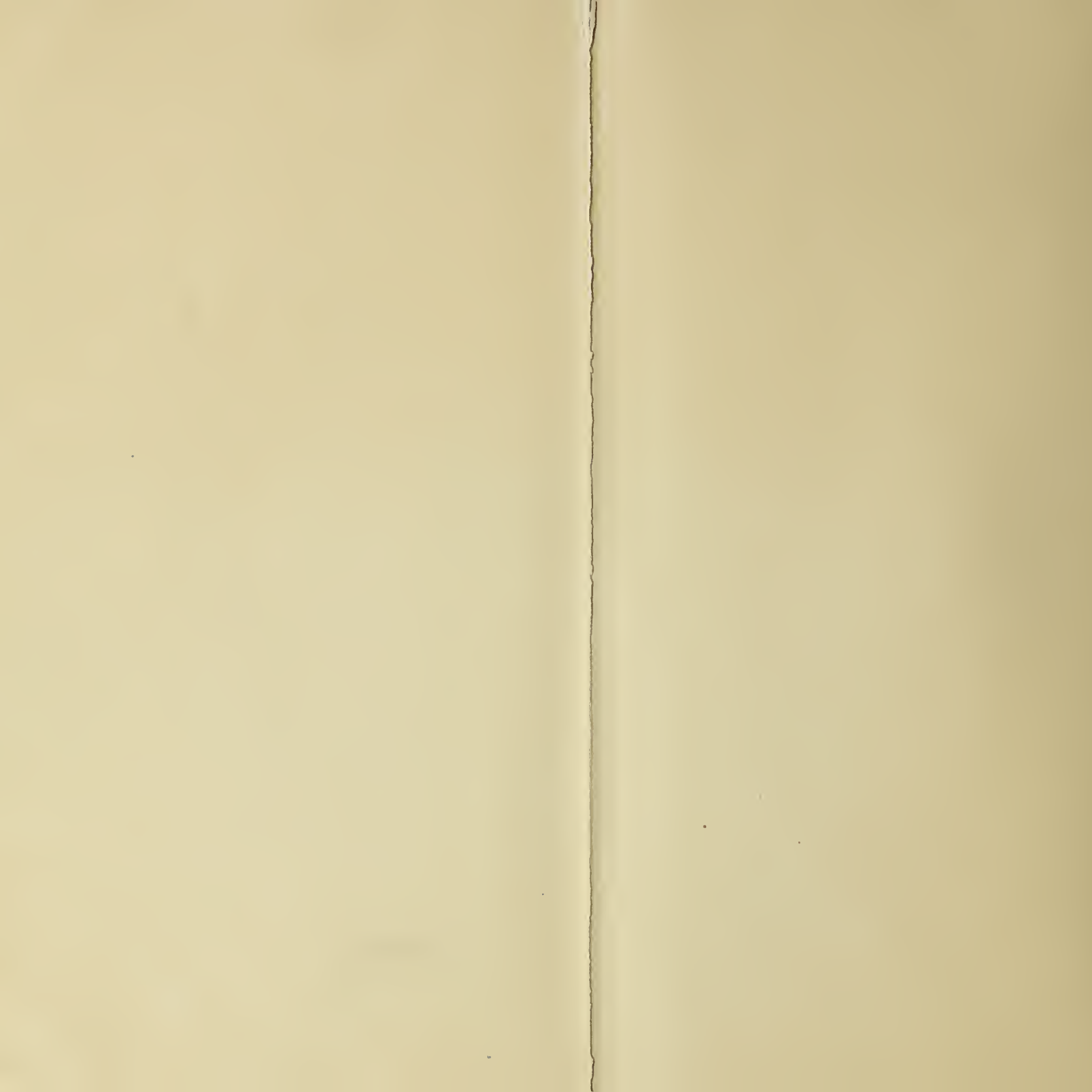




PLAN OF THIRD FLOOR

DIMENSIONS OF ROOMS

- Lecture Room, 35' 0" x 81' 0"
- Art Gallery, 18' 0" x 93' 0"
- Museum, 18' 0" x 82' 0"
- Ante-room, 10' 0" x 23' 0"
- Custodian's Room, 11' 0" x 20' 0"







027

W 5347

# Young Folks Like to read About These

## All Children should meet and learn to know these people

- Aeneas the Wanderer.
- Aesop the Fabulist.
- Aladdin of the Lamp.
- Alexander the Great.
- Alfred the Founder.
- Apollo the Charioteer.
- Arthur of the Round Table.
- Augustus the Patron.
- Bruce the Undismayed.
- Cadmus the Alphabet Maker.
- Castor and Pollux the Twin Stars.
- Cinderella of the Slipper.
- Cleopatra the Enchantress.
- Columbus the Discoverer.
- Cook the Navigator.
- Copernicus the Astronomer.
- Cortez the Dauntless.
- Cromwell the Protector.
- Crusoe the Solitary.
- Danon and Pythias the Friends.
- De Soto the Pioneer.
- Deucalion the Restorer.
- Diogenes the Scornful.
- Drake the Sea King.
- Edison the Inventor.
- Edward the Black Prince.

- Elizabeth the Great Queen.
- Franklin the Wise.
- Frederick the Great Ruler.
- Fremont the Pathfinder.
- Fulton of the Steamboat.
- Garibaldi the Patriot.
- Genghis Khan the Whirlwind.
- Grant the Soldier.
- Gutenberg the Printer.
- Hannibal the Unrelenting.
- Helen the Beautiful.
- Henry the Orator.
- Hercules the Strong.
- Homer the Story Teller.
- Isabella the Confident.
- Jack of the Bean-stalk.
- Jason of the Golden Fleece.
- Joan of Arc the Inspired.
- Jones the Hero of the Sea.
- Julius Caesar the Victorious.
- Lincoln the American.
- Livingstone the Explorer.
- Louis XIV. the Magnificent.
- Luther the Protector.
- Marie Antoinette the Pitiable.
- Marquette the Missionary.
- Mary the Tragic Queen of Scots.
- Mohammed the Prophet.
- Morse the Telegrapher.
- Napoleon the Self-centred.
- Nero the Despot.

- Newcome the Gentleman.
- Newton the Mathematician.
- Nightingale the Nurse.
- Parsifal the Saintly.
- Peabody the Philanthropist.
- Penelope the Faithful.
- Penn the Peacful.
- Peter the Great Establisher.
- Revere the Messenger of War.
- Richard the Lion Hearted.
- Rip Van Winkle the Sleeper.
- Robin Hood the Merry Huntsman.
- Saladin the Magnanimous.
- Scott the Story Teller.
- Shakespeare the Poet.
- Sindbad the Sailor.
- Stephenson the Engineer.
- Tell the Fearless.
- Thor the Thunderer.
- Ulysses the Rover.
- Washington the Leader.
- Wellington of Waterloo.
- Whitney the Spinner.
- William the Conqueror.
- Xerxes the Great Persian.

Bible Characters are omitted. They are so many, and they could well make a list by themselves.

J. C. D.





MAR 7 1925

THE LIBRARY  
OF THE  
UNIVERSITY OF ILL

## SCHOOL FOR MUSEUM WORKERS

The Newark Museum with the help of the Newark Library will open a School for Museum Workers about October 1, 1925, the date of the opening of the new Museum building.

The first class will be limited to twelve students. Qualifications include: age not to exceed 30; college diploma; the wish to become a museum worker; good general ability; good personal presence; ability to write in good English an accurate description of an object or a process; letters of recommendation which indicate zeal, earnestness, and readiness in learning and in working with others.

The course will continue, with interruptions of not to exceed 21 days by holidays and absences, until about June 25, 1926.

The charge for tuition is \$175.00. This will cover cost of text books, of other material, and of such trips to neighboring museums as will form a part of the course.

The course will include formal teaching, class instruction and lectures and instruction in technical matters by members of the staffs of Library and Museum.

The Library is included in the field of study of the students, because the fundamentals of library work are much the same as the fundamentals of museum work; and more particularly because the general attitude of a public library toward its clientele is precisely that which is now adopted by the best museums.

The school will not attempt to equip its students in expertness in any field of art or science. Its purpose is to prepare persons to be fairly helpful in that part of a museum's activities which may properly be called management. Both Museum and Library are so confident that the school can discover and develop aptitudes in its students and can

027  
N534X

train them well in such elements as accuracy, intensity, speed, teamwork and agreeable attitude toward the persons who use museums and libraries, that the two institutions purpose to take as members of their staffs several of the twelve students at the end of the nine months of work and study.

The work and study of the year's course will be adapted to the talents, aptitudes and leanings of the several students as these disclose themselves, that they may develop along the lines that each is most fitted for and toward the definite kinds of work which each most enjoys.

Formal teaching in classes will be given for about ten hours in each week.

The course will include such subjects as these:—

Purposes of museums and libraries; present methods of accomplishing these purposes; the elements of such library work as lead naturally to the elements of museum work; management of books, classifying, cataloging and preparation for the shelves; a museum's adaptation to its community; making and preparing for use a collection of pictures supplementing a collection of objects; gathering and handling a collection of fine prints; preparation and installation of objects of all kinds; museum cases; labels for objects; posters, circulars and miscellaneous printing,—including the writing of the same and the printing thereof; experience in the Museum's print shop; preparation of objects for lending; a lending collection and its relation to the schools of the city; a children's museum and its relation to the schools of the city.

The above list could be enlarged. Briefly it may be said that the students will be given some experience in and full knowledge of all the forms of activity that are carried on in the Newark Library and the Newark Museum, including notably the adjusting of the Museum to its new quarters and, in its coming rapid growth, to its special clientele.

It is worthy of note that the Museum will open, on October 1st, a nation-wide exhibit of Leather, its making and things made from it.

The students will explain this exhibition, as well as all other exhibits in the building, to visitors, thus gaining practice in what in museum parlance is now called docentry.

Enough has been said to make it plain that the course is to be practical in the extreme, having to do with present-day problems of museum development. It has also been made plain that the students will not be expected during the year of study here to attempt to equip themselves for expertness in science, art or industry. Rather, they will equip themselves for actual practice in making the contents of a museum interesting and, above all, helpful to the community that supports it.

J. C. Dana,

*Director of Newark Museum and Librarian of Newark Public Library.*

*Newark, N. J.  
February 5, 1925*

